

# Watford Grammar School for Girls



## Sims Learning Gateway User Guide for Parents



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## Introduction

All schools have a database in which student information is stored and this information is accessed through software called a Management Information System (MIS). The SIMS Learning Gateway (SLG) Student site enables students to access the SIMS school database over the Internet.

## Prerequisites

In order to access the SLG Student site, you need a reliable, fast Internet connection (basic broadband is sufficient).

Please check the following table to make sure that your Internet browser is compatible:

Internet Browser	PC	Mac
Internet Explorer 9.x	✓	✗
Internet Explorer 8.x	✓	✗
Internet Explorer 7.x	✓	✗
Mozilla Firefox 5.x	✓	✓
Mozilla Firefox 4.x	✓	✓
Safari 5.x	✓	✓

## Security

The data stored and exchanged by schools is highly sensitive and therefore security must be a priority.

It is your responsibility to ensure that your user name and password are kept private. Whilst the software has been designed to prevent access to highly personal student information, access to the site must be restricted. If the option is available, do not select the **Remember my password** check box when logging into the site because this would enable anyone with access to your computer to log into the site.

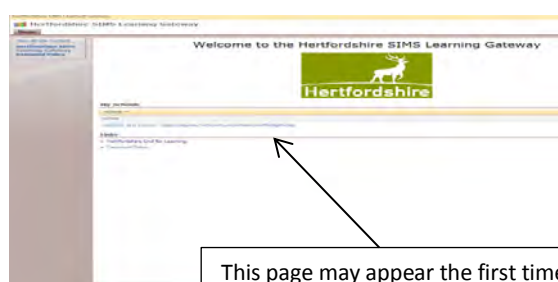
Always log out of the website when you are not using it, otherwise you may leave it open for use by unauthorised people.

## Logging into the SLG Student Site

1. Using a web browser (such as Windows® Internet Explorer or Firefox) you can :
  - i. Enter the address of the SLG Student site.  
<https://slg.lea.herts.sch.uk/schools/watfordgirls/slg>.
  - ii. Click on the link on the school website.



2. A login screen is displayed. Enter the login details that have been provided to you by the school.



This page may appear the first time you login.  
Click on the Watford Girls School link to progress to the Home Page.



**IMPORTANT NOTE:** Do not select the **Remember my password** check box (if one is available) when logging into the site because this may enable anyone with access to your computer to log into the site.

**IMPORTANT NOTE:** Users have found that using Google Chrome as a web browser has caused problems when changing your password for the first time.

3. If this is the **first time** you have logged into the SLG Student site, must change your password. Follow below :
4. Enter your old password
5. Enter your new password in the **New Password** and **Confirm New Password** fields. Please note password requirements overleaf:

Passwords must be at least 7 characters in length

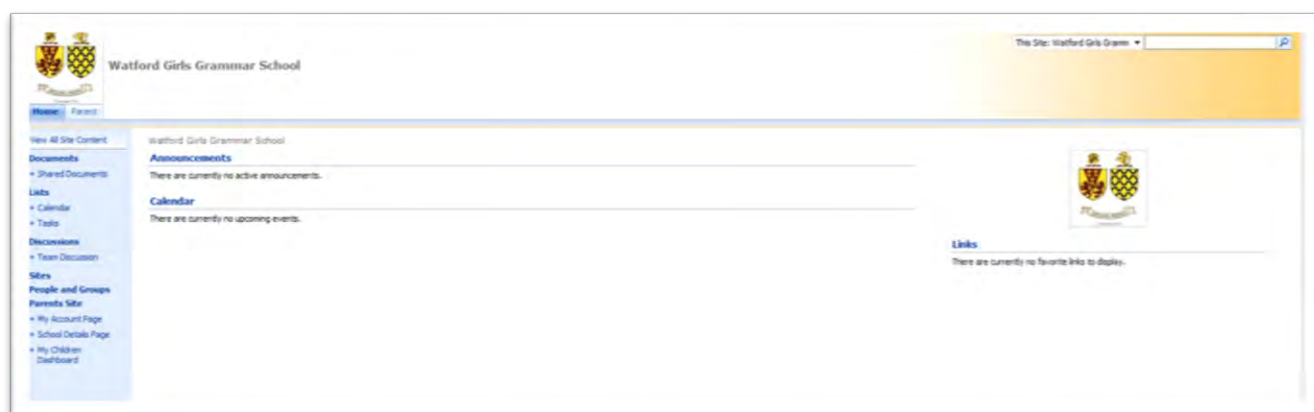
Passwords must contain at least 1 upper case, 1 lower case, and 1 numeric character

Passwords cannot contain more than 2 consecutive characters from either the user's full name, or their username

Passwords must be changed once a year (365 days) - you will be prompted to do this

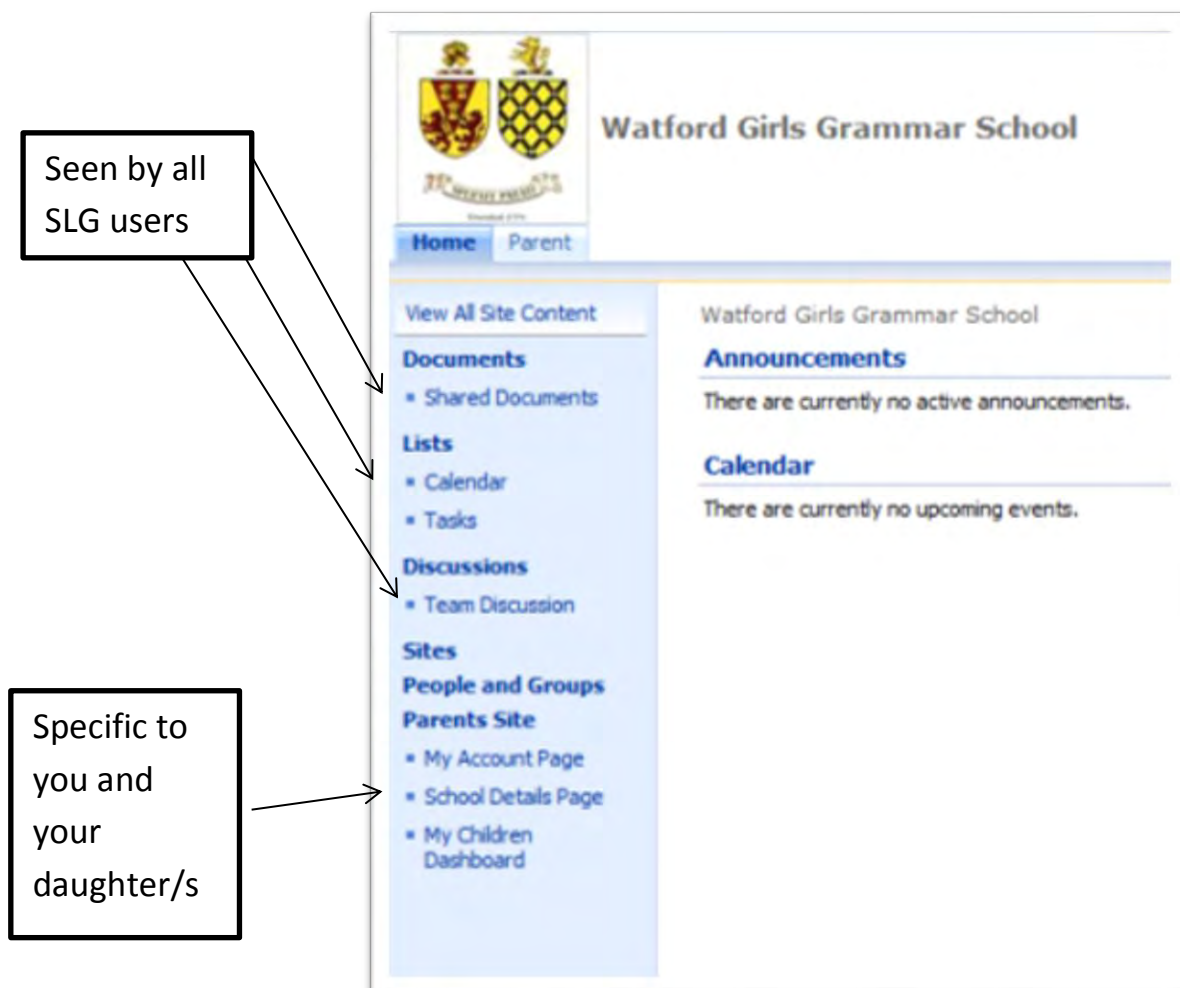
You cannot reuse any of your previous 5 passwords

6. Click the **Change** button. You will now see a message confirming the **successful change of the password** or **that the credentials entered are not valid** and you will be returned to the initial login screen.

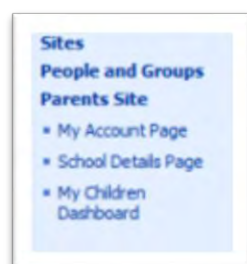


## The Home Page

This Home Page will change over time as the use of the SLG grows. The information here will be the same for all parents.



## Managing Your User Account



Click the **My Account Page** link on the Navigation Bar to display the **My Account** page. From here you can:

- view your personal details
- change your password
- change your security question and answer.

## Viewing Your User Account Details

The **View My User Account** panel displays your details as stored by the system. If any of these details are incorrect, please use the data collection sheet, go to Page 10.

The screenshot shows a web form titled "View My User Account - Francis Abbot". It contains several input fields: "First Name" with "Francis", "Last Name" with "Abbot", "Current Home Address" with "16 Brickberry Close, Hampton Hargate, Peterborough, PE7 8AR, United Kingdom", "Email Address" with "frankiea@hotmail.com", "User Name" with "AbbotFranc@slg.allinone", and "User Name (pre-Windows 2000)" with "SLGALLINONE\AbbotFri". There are navigation links at the top right: "<< Back", "Home", and "Supporting Account".

## Changing Your Password

1. In the **Change My User Account Password** panel, enter your **Old Password**.

The screenshot shows a web form titled "Change My User Account Password". It includes a note: "Your new password must comply with this site's Password Policy". There are three input fields: "Old Password", "New Password", and "Confirm New Password". A "Change" button is at the bottom. Navigation links at the top right include "<< Back", "Home", and "Supporting Account".

2. Enter your new password in the **New Password** and **Confirm New Password** fields.

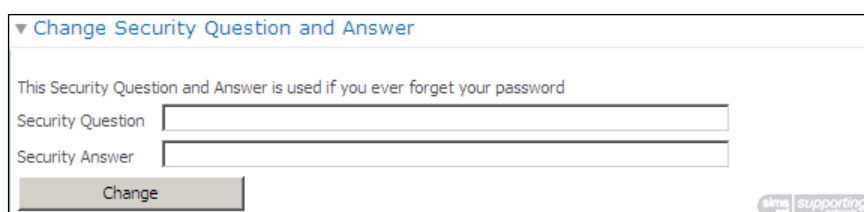
*NOTE: There may be a password policy you have to comply with, to make sure it is hard for other people to guess your password. For example, it may have to contain at least one capital letter and one number, and be sufficiently different from passwords you have used in the past.*

3. Click the **Change** button. If your change of password is not successful, you are given the reason why and the opportunity to try again.

## Changing Your Security Question and Answer

**IMPORTANT NOTE:** The school has set up the option to reset your password in case you have forgotten it, you must perform this procedure immediately after first logging into the site.

1. In the **Change Security Question and Answer** panel, enter a question in the **Security Question** field.



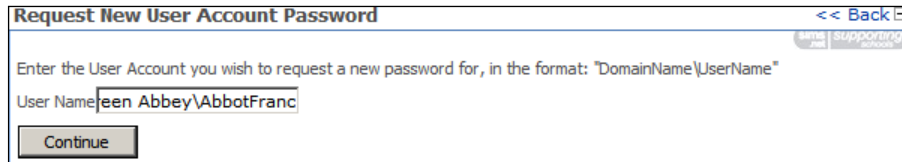
**NOTE:** The question must be something that only you know the answer to, but at the same time is easy to remember. Examples include your mother's maiden name, your first school or favourite pet.

2. Enter the answer in the **Security Answer** field.
3. Click the **Change** button. If your change of question and answer is not successful, you are given the reason why and the opportunity to try again.

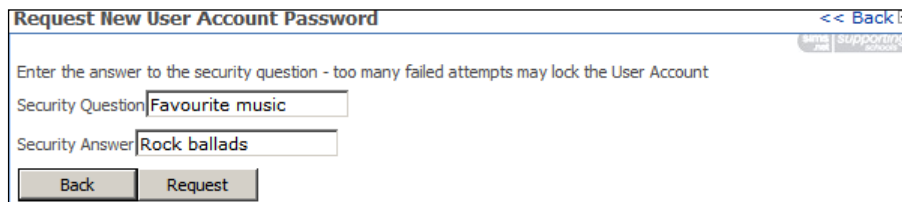


## Forgotten Your Password?

1. Using a web browser, enter the address provided by the school for resetting your password. The **Request New User Account Password** page is displayed.

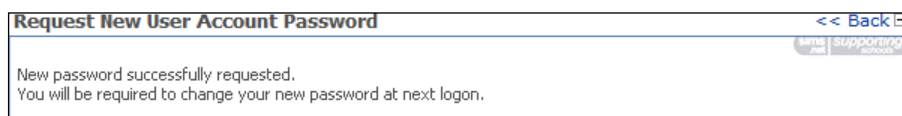


2. Enter your **User Name** and click the **Continue** button.



3. Enter your **Security Answer** to the **Security Question** and click the **Request** button.

If the password is requested successfully, the following message is displayed and your new password is emailed to you:



*NOTE: If your user account has no email address, or you have attempted and failed to answer the security question, you are advised to contact the school for assistance.*

## Viewing Your Daughters' Information

### Sites

#### People and Groups SIMS Learning Gateway

- My Account Page
- School Details Page
- My Children Dashboard

The **Student Dashboard** displays your daughters' basic information.

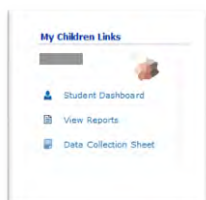
The screenshot shows the 'Parent' dashboard with a left-hand navigation menu and a main content area. The navigation menu includes sections for 'Documents', 'Links', 'Discussions', and 'Sites'. The 'Sites' section is expanded, showing 'People and Groups', 'SIMS Learning Gateway', and 'My Children Dashboard'. The main content area features a 'HeadLines' section with a 'Session lateness' widget showing '0%', a 'Today's Attendance' widget, an 'Events' section titled 'Events from : Last 7 Days', and a 'My Children Links' section with links to 'Student Dashboard', 'View Reports', and 'Data Collection Sheet'.

Annotations with arrows pointing to specific features:

- Attendance Lateness Achievement = Excellents**: Points to the 'Session lateness' widget showing 0%.
- Information received regarding absence or lateness**: Points to the 'Today's Attendance' widget.
- Submit changes to Student Information i.e. address, contact email etc**: Points to the 'Data Collection Sheet' link in the 'My Children Links' section.
- Access to Reports**: Points to the 'View Reports' link in the 'My Children Links' section.

## Updating your Daughters' or Parents' Information

You may use the SLG to inform the school of changes to your or your daughters' personal information i.e. address, contact telephone number or email address.



1. Open the **Student Dashboard** page.
2. Click on the **Data Collection Sheet**.
3. Click on the arrow to the right of the screen to continue.

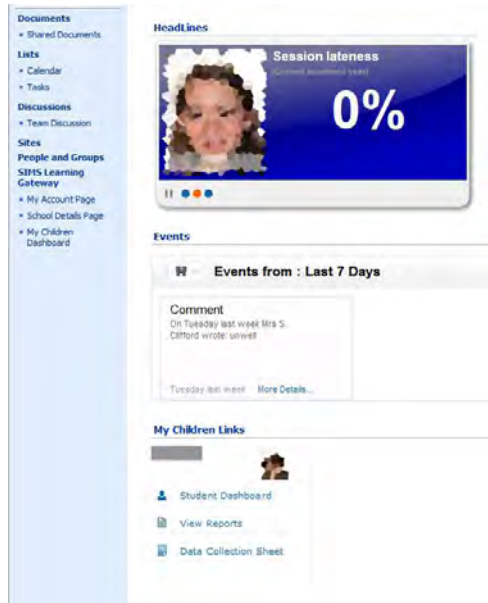
4. The first page will be about your daughter. Select the information you which to change and click on the pencil icon. A **Modify** button will appear.

A screenshot of a 'Basic Details' form for a student. The form includes fields for 'Legal Name', 'Preferred Name', 'Date of Birth', and 'Gender' (set to 'Female'). There is a profile picture of a young girl. Below these are sections for 'Current and Future Addresses', 'Emails', and 'Telephones'. Each section has a 'Modify' button and an '+ Add' button. The 'Addresses' section shows a 'home address' with a date '18/09/2012'. The 'Emails' section shows a 'home email address'. The 'Telephones' section shows a 'home telephone number'.

5. The next page will be about the parents' details.

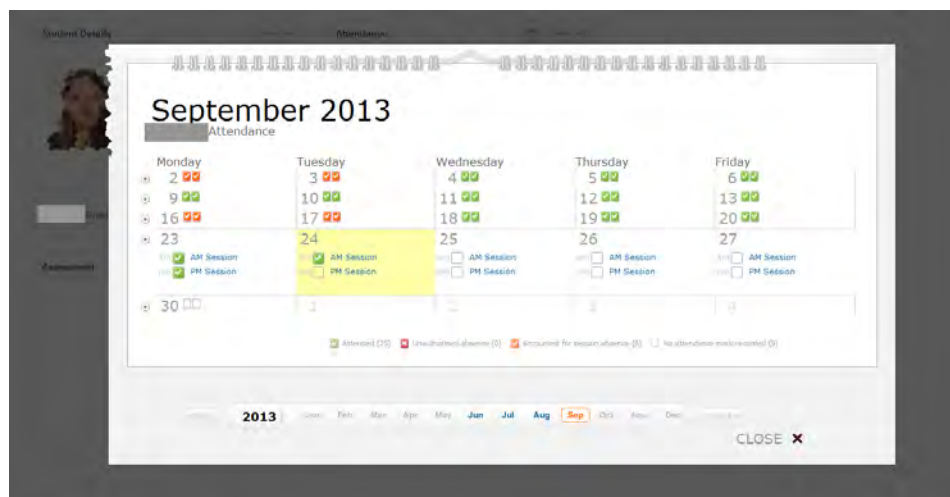
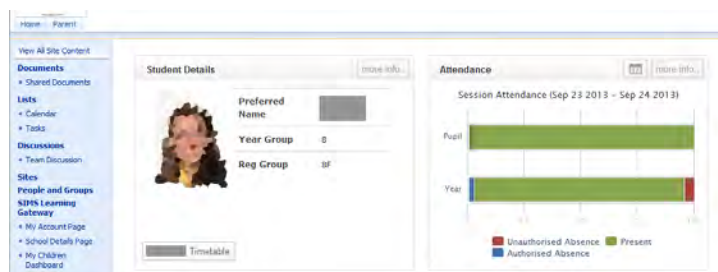
At the end of the process you will be asked to **Finish**. Once this has happened the data collection icon will disappear from your data dashboard page. The school will then process the change and once it has been updated you will see the changes on the SLG.

## Student Session Attendance



The **Student Session Attendance Summary** panel displays an analysis of your session marks. The school day is split into two sessions, morning and afternoon. Session attendance marks are used to keep a record of your attendance at session registration.

Click the **More Info** link to display the **Student Session Attendance Details** page, in which you can view the marks recorded in the register for each session. The **Session Code Break Down** table at the bottom of the page describes what the various session marks mean.



## Student Time Table

The **Student Timetable** page displays your daughters' timetable for a selected date. To change the view of the timetable, click the **Day**, **Week** or **Month** button. To change the date range displayed, click the **Previous Week** or **Next Week** buttons adjacent to the date.

Watford Girls Grammar School > Parent > SLG Pages

Parent

**Student Timetable**

New > Actions

September, 2013

Expand All Collapse All Day Week Month

1	2	3	4	5	6	7
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			9:05 AM Wed1 - Art - ALK - A2 9:40 AM Wed2 - Art - ALK - A2 10:15 AM Wed3 - Mathematic - JDG - H1 - 6 more items	9:05 AM Thur1 - Spanish - FES - T1 9:40 AM Thur2 - Spanish - FES - T1 10:15 AM Thur3 - Pe - SH2 - 6 more items	9:05 AM Fri1 - Science - WH - P1 9:40 AM Fri2 - English - GNC - 4 10:15 AM Fri3 - Rel Stud - CC - 23 - 5 more items	
8	9:05 AM Mon1 - Mathematic - JDG - H1 9:40 AM Mon2 - Mathematic - JDG - H1 10:15 AM Mon3 - Spanish - FES - T1 - 6 more items	9:05 AM Tue1 - IT - PC, JP - IT2 9:40 AM Tue2 - Geography - KF - 4 10:15 AM Tue3 - Pe - CL - 5 more items	9:05 AM Wed1 - Art - ALK - A2 9:40 AM Wed2 - Art - ALK - A2 10:15 AM Wed3 - Mathematic - JDG - H1 - 6 more items	9:05 AM Thur1 - Spanish - FES - T1 9:40 AM Thur2 - Spanish - FES - T1 10:15 AM Thur3 - Pe - CL - 6 more items	9:05 AM Fri1 - Science - WH - P1 9:40 AM Fri2 - English - GNC - 4 10:15 AM Fri3 - Rel Stud - CC - 23 - 5 more items	14
15	9:05 AM Mon1 - Mathematic - JDG - H1 9:40 AM Mon2 - Mathematic - JDG - H1 10:15 AM Mon3 - Spanish - FES - T1 - 6 more items	9:05 AM Tue1 - IT - PC, JP - HB 9:40 AM Tue2 - Geography - KF - 4 10:15 AM Tue3 - Pe - CL - 5 more items	9:05 AM Wed1 - Art - ALK - A2 9:40 AM Wed2 - Art - ALK - A2 10:15 AM Wed3 - Mathematic - JDG - H1 - 6 more items	9:05 AM Thur1 - Spanish - FES - T1 9:40 AM Thur2 - Spanish - FES - T1 10:15 AM Thur3 - Pe - CL - 6 more items	9:05 AM Fri1 - Science - WH - P1 9:40 AM Fri2 - English - GNC - 4 10:15 AM Fri3 - Rel Stud - CC - 23 - 5 more items	21
22	9:05 AM Mon1 - Mathematic - JDG - H1 9:40 AM Mon2 - Mathematic - JDG - H1 10:15 AM Mon3 - Spanish - FES - T1 - 6 more items	9:05 AM Tue1 - IT - JP, PC - H3 9:40 AM Tue2 - Geography - KF - 4 10:15 AM Tue3 - Pe - CL - 5 more items	9:05 AM Wed1 - Art - ALK - A2 9:40 AM Wed2 - Art - ALK - A2 10:15 AM Wed3 - Mathematic - JDG - H1 - 6 more items	9:05 AM Thur1 - Spanish - FES - T1 9:40 AM Thur2 - Spanish - FES - T1 10:15 AM Thur3 - Pe - CL - 6 more items	9:05 AM Fri1 - Science - WH - P1 9:40 AM Fri2 - English - GNC - 4 10:15 AM Fri3 - Rel Stud - CC - 23 - 5 more items	28
29	9:05 AM Mon1 - Mathematic - JDG - H1 9:40 AM Mon2 - Mathematic - JDG - H1 10:15 AM Mon3 - Spanish - FES - T1 - 6 more items	9:05 AM Tue1 - IT - PC, JP - HB 9:40 AM Tue2 - Geography - KF - 4 10:15 AM Tue3 - Pe - CL - 5 more items	9:05 AM Wed1 - Art - ALK - A2 9:40 AM Wed2 - Art - ALK - A2 10:15 AM Wed3 - Mathematic - JDG - H1 - 6 more items	9:05 AM Thur1 - Spanish - FES - T1 9:40 AM Thur2 - Spanish - FES - T1 10:15 AM Thur3 - Pe - CL - 6 more items	9:05 AM Fri1 - Science - WH - P1 9:40 AM Fri2 - English - GNC - 4 10:15 AM Fri3 - Rel Stud - CC - 23 - 5 more items	5

## Viewing Reports

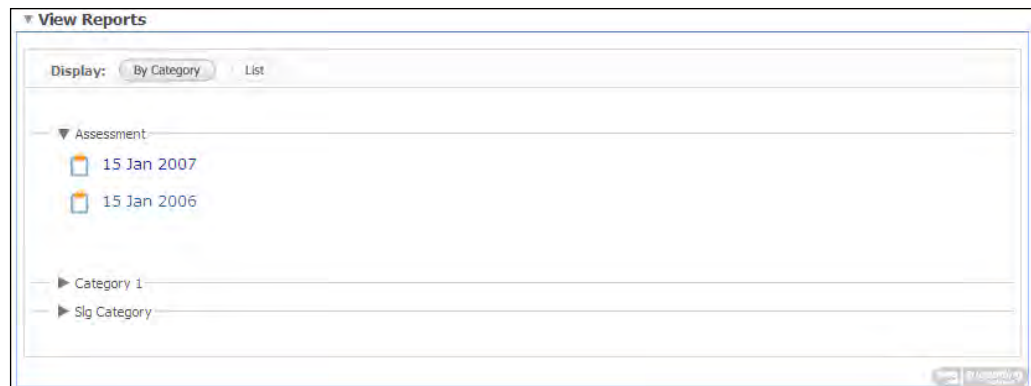
The View Reports panel provides access to your published profile and assessment reports.



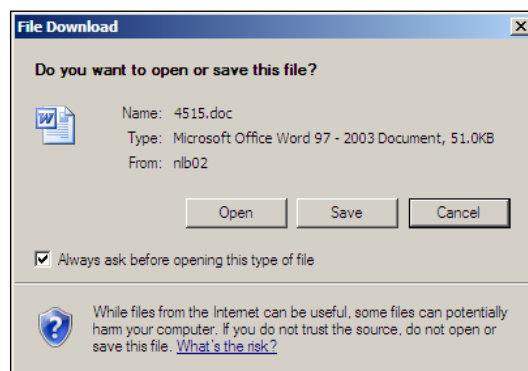
1	Click the triangle to display all the reports in the category.
2	Categories are assigned by the school. Similar reports are grouped together.
3	Click the <b>List</b> button to display all reports as a list with the most recent on top.
4	Click the <b>By Category</b> button to sort reports.

To view an online report:

6. In the View Reports panel, locate the report you wish to view. Use the By Category and List buttons to help locate the report you require.



7. Click the report you wish to view to display the File Download dialog.



8. Click the Open button to display the online report.

## Viewing Reports

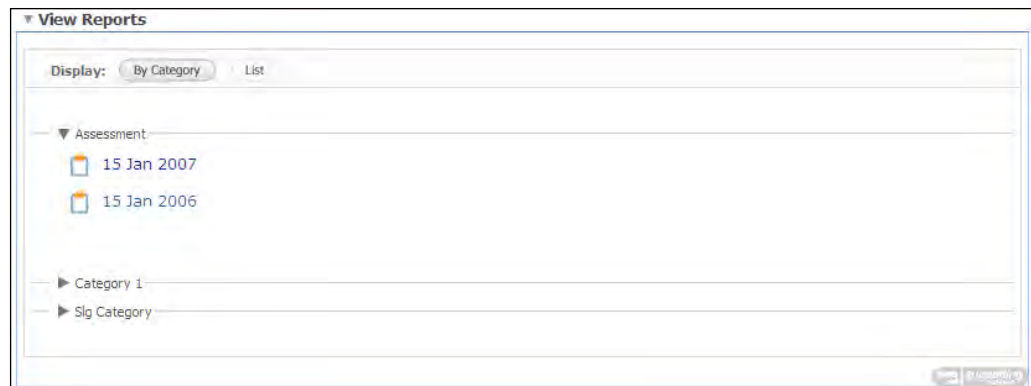
The View Reports panel provides access to your published profile and assessment reports.



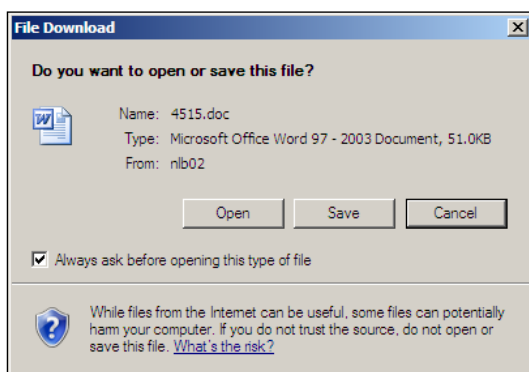
- |   |  |
|---|--|
| ❶ | Click the triangle to display all the reports in the category.                             |
| ❷ | Categories are assigned by the school. Similar reports are grouped together.               |
| ❸ | Click the <b>List</b> button to display all reports as a list with the most recent on top. |
| ❹ | Click the <b>By Category</b> button to sort reports.                                       |

To view an online report:

- In the View Reports panel, locate the report you wish to view. Use the By Category and List buttons to help locate the report you require.



- Click the report you wish to view to display the File Download dialog.



**Important Note :** Microsoft Windows Vista and Windows 7 users might be prompted for their log in credentials. If prompted, enter your SLG User name and Password again and click the OK button to view the online report.

- Click the Open button to display the online report.